

Distribution List for FY2001 Procurement Plans

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ATTACHMENT 1

PROCUREMENT PLAN FISCAL YEAR 2001

The procurement plan must be submitted in two parts, procurements from \$100,000 to \$999,999 and procurements \$1,000,000 and over. Only planned procurements in excess of \$1,000,000 or more require a detailed plan.

Each planned acquisition over \$100,000 must be identified by a control number. The control number must be used on all planning documents and shall be entered on the requisition (form CD-435) in block number 14. Planned actions over \$100,000 should be submitted using the format of Exhibit 1 (page 2) of this attachment. Planned acquisitions over \$1,000,000 or more must be reported in the format provided in Exhibit 2 (pages 3 and 4) of this attachment. For both forms, we request that you submit all data on 8 ½ x 11 inch paper.

When preparing the summary plan and the more detailed plan for the higher dollar level acquisitions, the required leadtimes must be considered. Exhibit 3, page 5 of this attachment, indicates the time in calendar days that would typically be needed for the described type of procurement action. Further, the category of an action may not be readily determined until further analysis, market research, and identification of available applicable procurement instruments can be accomplished by the project office/AMD procurement team. The ultimate decision on method will be based on the best interest of the Government. These specified times represent "best case scenarios." As complexity of the procurement increases, so does the time needed for award. Expediency of award is also impacted by the quality and completeness of the requisition and accompanying documents including applicable approvals/clearances.

Please be aware that in accordance with Department policy, acquisitions should not be planned for initiation during the fourth quarter except for:

1. Long lead-time procurements which require early identification to ensure timely completion during the succeeding fiscal year; and,
2. Requirements for renewals of purchases, leases or performance options under existing contracts.

FY 2001 Procurement Plan for Acquisitions: \$100,000 - \$1,000,000
Date:_____

[illegible]

Sample Format
Procurement Plan for Acquisitions over \$1,000,000

- Item 1. Control Number:
- Item 2. Date Submitted:
- Item 3. Brief Title:
- Item 4. Description of Acquisition:
- Item 5. Options: (Discussion of options provisions to be included)
- Item 6. ADPE: (Discussion of extent ADPE, commercially available software and maintenance services will be included)
- Item 7. Services: (Discussion of types of services required and estimated level of effort)
- Item 8. New or follow-on: (Background information if follow-on)
- Item 9. Contract or Modification: (Provide basis for modification)
- Item 10. Government estimate, including options:
- Item 11. Available Funding: (Discuss probability of obtaining additional funding)
- Item 12. Full and Open Competition: (If less than full and open provide name(s) of firm(s) to whom acquisition will be limited and reason(s) for limiting competition)
- Item 13. Market Search: (Describe efforts made to seek additional sources to foster full and open competition)
- Item 14. Planned set-asides (8a or Small Business)
- Item 15. What efforts will be made to promote small, small disadvantaged, and women owned businesses either as a prime or a subcontractor:
- Item 16. Target Dates:
 - a. Requirement Submitted to Procurement:
 - b. Contract/Modification award:
 - c. Completion/delivery:

d. Exercise of options:

Item 17. Fourth Quarter Obligation: (State why 4th quarter obligation is required)

Item 18. Project officer and phone number:

Item 19. Remarks:

Instructions:

1. Target dates must be realistic and allow sufficient time for completion of all procurement actions. See Procurement lead times in Exhibit III.
2. Items which do not apply to this acquisition should be designated "N/A".
3. Plan is to be prepared on 8 ½ x 11 size paper. Use separate sheets, if more space is necessary.

Exhibit 3
STANDARD LEAD TIMES

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Lead times listed below are included for planning purposes only. Whether or not these times can be achieved for an individual procurement action depends upon the complexity of the work. As the complexity increases, the probability of meeting the lead times goes from high to low. Target dates must be realistic and allow sufficient time for completion of all procurement actions. Average lead time ranges are expressed in calendar days.

Type of Procurement	Dollar Value	Lead Time
Simplified Purchases for Supplies or Services	<\$25,000	15 - 30 days
	>\$25,000	45 - 60 days
Delivery Orders under GSA/Federal Supply Schedule	<\$2,500	10 - 15 days
	>\$2,500	10 - 30 days
Commercial Item Acquisitions under FAR Part 12	<\$5,000,000	45 - 60 days
	>\$5,000,000	60 - 90 days
Orders against NOAA BPAs (supplies only)	Any Amount	5 days
Task Order under Indefinite Delivery Contract	Any amount	5 - 60 days
Sealed Bids	>\$100,000	90 - 150 days
	>\$1,000,000	160 - 180 days
Competitive Proposals	>\$100,000	120 - 180 days
	>\$1,000,000	180 - 240 days
	>\$10,000,000	240 - 360 days
Delivery/Task Orders Against NOAA or Other Agency Contracts	Any Amount	5 - 60 days
Noncompetitive Proposals	>\$100,000	90 - 150 days
	>\$1,000,000	150 - 240 days
	>\$10,000,000	240 - 360 days
Modifications to Contracts:		
a. Change Order	Any Amount	10 - 60 days
b. New Work	Any Amount	30 - 90 days
c. Exercise of Options	Any Amount	60 - 90 days